SIEMENS

DIGISCAN M

SP

Maintenance Protocol

Customer:	
Address:	
Department:	
Room:	
Contact person:	
Telephone:	
Cust. specific no.:	
Customer no.:	

The Maintenance Instructions
SPB7-420.831.01.02.02
are required for this protocol

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Register 8
Print Number: SPB7-420.832.01.02.02
Replaces: SPB7-420.832.01.01.02

English
Doc. Gen.Date: 12.02
66 31 993

Information regarding the maintenance protocol

SIEMENS office:	
Address:	
Region:	
Country:	
Contact person:	
Telephone:	
CSE in charge:	
Telephone:	

Information regarding the maintenance protocol

The maintenance protocol serves as a quality record of the maintenance performed

Maintenance must be performed in the prescribed intervals.

The maintenance results must be entered in the maintenance protocol.

The page numbers in the check list at the end of the protocol refer to the corresponding pages in the associated maintenance instructions (refer to the cover sheet).

The maintenance protocol must be completely filled out by the CSE in charge.

In other words,

- All fields must be completed. If a field does not apply to the system or if there is no information to be entered, enter 'n.a. ' in the field.
- The customer number must be entered in the header of every page (CSE No.) so that every page is assigned to a customer.
- In case of complaints, enter IVKs for the component as well as the type of complaint in the 'Open points' table provided. Record the open items in the table with the date and signature. Correction of these open points should also be documented in this table along with the date and signature. If there are no open points, draw a line through the entire table and enter the date/initials.
- Enter the values measured during the maintenance in the space / table provided.
- After completing the maintenance, fill out page 3 of the protocol and sign it.

Processing and archiving the maintenance protocol:

The maintenance protocol is considered a record and must be archived. It must be filed after completion of maintenance in the corresponding Register of the Maintenance binder. If necessary, a copy should be distributed to the customer.

Maintenance Protocol

Cust.-No.:

System Status:	
System: **Ser.No.:**	
Software Version:	
Maintenance contract no.:	
Type of contract:	

The equipment has no problems Results of the image quality test showed no deviations from the required reference values.	☐
The equipment has minor problems that do not restrict its use. However they should be corrected as a preventive measure. Results of the image quality test showed no deviations from the required reference values.	☐
The equipment has major problems. For safety reasons, the equipment may not be used until the problem has been resolved.	☐

Location	
Date	
Name of CSE	
Signature	

Performed tasks

Date:			
Performed tasks:	OK	not OK	n.a.
	☐	☐	☐
	☐	☐	☐
	☐	☐	☐
	☐	☐	☐
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Open points

Yes ☐ No ☐

IVK	Component	Open Points	Solved	
			(Date)	Signature

Explanation of the acronyms:

Abbrev.	**Explanation**
SI	Safety Inspection
SIE	Safety Inspection Electrical Safety
SIM	Safety Inspection Mechanical Safety
PM	Preventive Maintenance
PMP	Preventive Maintenance Preventive Parts Exchange, External Inspection, etc.
PMA	Preventive Maintenance Adjustments
PMF	Preventive Maintenance Function, Operating-Value Check
Q	Quality Check
QIQ	Quality Check Image
QSQ	Quality Check System
SW	Software Maintenance

Measurement devices

Please enter all measuring devices used for maintenance in the table.

Measurement Devices	Type	Serial No.	Date of use	Calibrated until

Maintenance Protocol

Cust.-No.:

		OK	not OK	n.a.	Page
1	**General remarks**				**1 - 1**
1.1.	**Safety information**				**1 - 1**
1.1.1	**General remarks**				**1 - 1**
1.1.2	**Laser safety**				**1 - 1**
1.2.	**Documents required**				**1 - 1**
1.3.	**Tools, meters and appliances**				**1 - 2**
1.3.1	**General remarks**				**1 - 2**
1.3.2	**Tools, meters and appliances required**				**1 - 2**
1.4.	**Important notes on inspection and maintenance**				**1 - 3**
1.5.	**Explanation of maintenance relevant abbreviations**				**1 - 5**
1.6.	**Abbreviations**				**1 - 5**
2	**Check of the image reader**				**2 - 1**
2.1.	**General remarks**				**2 - 1**
2.1.1	**Half year**				**2 - 1**
PM	Checking the error log	☐	☐	☐	2 - 1
PM	Cleaning FD drive	☐	☐	☐	2 - 1
PM	Deleting the error log	☐	☐	☐	2 - 1
QIQ	Checking the image	☐	☐	☐	2 - 1
2.1.2	**One year**				**2 - 2**
PM	Removing the covers	☐	☐	☐	2 - 2
PM	Turning OFF the high-voltage switch	☐	☐	☐	2 - 2
PM	Cleaning the air filters	☐	☐	☐	2 - 2
PM	Removing cassette set unit	☐	☐	☐	2 - 2
PM	IP removal unit	☐	☐	☐	2 - 2
PM	IP removal unit	☐	☐	☐	2 - 2
PM	IP removal unit	☐	☐	☐	2 - 2
PM	IP removal unit	☐	☐	☐	2 - 2
PM	IP removal unit	☐	☐	☐	2 - 2
PM	Cassette set unit	☐	☐	☐	2 - 2
PM	Installing the cassette set unit	☐	☐	☐	2 - 3
PM	Remove the erasure conveyor	☐	☐	☐	2 - 3
PM	Erasure conveyor	☐	☐	☐	2 - 3
PM	Erasure conveyor	☐	☐	☐	2 - 3
PM	Erasure conveyor	☐	☐	☐	2 - 3
PM	Erasure conveyor	☐	☐	☐	2 - 3
PM	Erasure conveyor	☐	☐	☐	2 - 3
PM	Erasure conveyor	☐	☐	☐	2 - 3
PM	Erasure conveyor	☐	☐	☐	2 - 3
PM	Erasure conveyor	☐	☐	☐	2 - 3
PM	Installing the erasure conveyor	☐	☐	☐	2 - 3
PM	Pulling out the scanner unit	☐	☐	☐	2 - 3
PM	Removing the side-positioning conveyor	☐	☐	☐	2 - 3
PM	Side-positioning conveyor	☐	☐	☐	2 - 3
PM	Side-positioning conveyor	☐	☐	☐	2 - 4
PM	Subscanning unit	☐	☐	☐	2 - 4

		OK	not OK	n.a.	Page
PM	Subscanning unit	☐	☐	☐	2 - 4
PM	Subscanning unit	☐	☐	☐	2 - 4
PM	Subscanning unit	☐	☐	☐	2 - 4
PM	Subscanning unit	☐	☐	☐	2 - 4
PM	Subscanning unit	☐	☐	☐	2 - 4
PM	Subscanning unit	☐	☐	☐	2 - 4
PM	Subcleaning unit	☐	☐	☐	2 - 4
PM	Subscanning unit	☐	☐	☐	2 - 4
PM	Installing the side-positioning conveyor	☐	☐	☐	2 - 4
PM	Pushing in the scanner unit	☐	☐	☐	2 - 5
PM	Turning on the high-voltage switch	☐	☐	☐	2 - 5
PM	Installing and cleaning the covers	☐	☐	☐	2 - 5
PM	Checking the date and time	☐	☐	☐	2 - 5
2.1.3	**Two years**				**2 - 5**
PMP	Replacing the air filters	☐	☐	☐	2 - 5
PMP	Erasure conveyor	☐	☐	☐	2 - 5
PMP	Erasure conveyor	☐	☐	☐	2 - 5
PM	Subscanning unit	☐	☐	☐	2 - 5
2.1.4	**Three years**				**2 - 6**
PMP	IP removal unit	☐	☐	☐	2 - 6
PMP	IP removal unit	☐	☐	☐	2 - 6
PMP	IP removal unit	☐	☐	☐	2 - 6
PMP	Erasure conveyor	☐	☐	☐	2 - 6
PMP	Erasure conveyor	☐	☐	☐	2 - 6
PMP	Erasure conveyor	☐	☐	☐	2 - 6
PMP	Side-positioning conveyor	☐	☐	☐	2 - 6
PMP	Subscanning unit	☐	☐	☐	2 - 6
3	**Check of the acquisition workstation**				**3 - 1**
3.1.	**Hardware maintenance**				**3 - 1**
3.1.1	**Computer**				**3 - 1**
PM	Secure mechanical adjustment	☐	☐	☐	3 - 1
PM	Fans - check proper operation and direction of the airflow	☐	☐	☐	3 - 1
PM	Fans - cleaning	☐	☐	☐	3 - 1
PM	Check internal cables and plugs	☐	☐	☐	3 - 1
PM	Cleaning	☐	☐	☐	3 - 1
3.1.2	**Cables**				**3 - 1**
PM	Check if cables are squeezed or broken	☐	☐	☐	3 - 1
PM	Check all external cable connections	☐	☐	☐	3 - 1
PM	Safe cable lay	☐	☐	☐	3 - 1
3.1.3	**Keyboard and mouse**				**3 - 1**
PM	Keyboard - cleaning	☐	☐	☐	3 - 1
PM	Mouse - operational Check	☐	☐	☐	3 - 1
PM	Mouse - cleaning	☐	☐	☐	3 - 1
3.1.4	**Monitor**				**3 - 2**
PM	Cleaning	☐	☐	☐	3 - 2
3.1.5	**Barcode scanner**				**3 - 2**
PM	Checking the barcode scanner	☐	☐	☐	3 - 2

Maintenance Protocol

Cust.-No.:

			OK	not OK	n.a.	Page
4		**Software maintenance**				**4 - 1**
4.1.		**Acquisition workstation software update**				**4 - 1**
	SW	Installation of recommended acquisition workstation software updates	☐	☐	☐	4 - 1
4.2.		**Checks on syngo level**				**4 - 1**
4.2.1		**Check “messages” files**				**4 - 1**
	SW	Check “messages” files for error messages	☐	☐	☐	4 - 1
4.3.		**Backup of syngo configuration data**				**4 - 3**
	SW	Backup of configuration data	☐	☐	☐	4 - 3
5		**Check of the image quality**				**5 - 1**
	QIQ	Phantom image quality	☐	☐	☐	5 - 1
	QIQ	Display and print conformity	☐	☐	☐	5 - 1
	QIQ	Homogeneity	☐	☐	☐	5 - 1
6		**Final work steps**				**6 - 1**
	PM	Checking the cover panels	☐	☐	☐	6 - 1
	PM	Touch up paint scratches / chips	☐	☐	☐	6 - 1
	SI	Protective ground / earth measurement	☐	☐	☐	6 - 1
	SI	Protective ground / earth measurement	☐	☐	☐	6 - 1
7		**Changes to previous version**				**7 - 1**

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